

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on March 10, 2005**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the

recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. You will be notified if a presentation is required. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for 25,000/\$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR VENDOR CONSTRUCTION INSPECTION AND TESTING SERVICES

SERVICE DESCRIPTION/PROJECT ENGINEER MANAGER DESIGNATION:

General Description of Work:

Provide inspection and testing services as needed for road construction and bridge rehabilitation work. This scope also requires inspectors to perform office work to assist in finaling projects after construction. The inspectors shall work under the direction of the Project Manager. Inspection will be performed on various projects as directed by the Project Manager. Inspection services will be needed full time (overtime may be necessary), beginning April 2005 and continuing through approximately November 2005.

This Scope of Services is for use on the following Projects:

C.S. - J.N.	Route	Description	Approx. Start	Approx. Completion
77011-60338 77011-60441 50091-55657	M-19	9.4 Miles of Mill and Resurface.	April 2005	Nov 13, 2005
50015-75693	33 Mile Road	Wetland Mitigation	July 2005	Sept 2005
50023-80935	M-59	Bridge Rehab	June 2005	Sept 2005
50051-81036	I-94	Soundwall	Aug 2005	Oct 2005
84917-80994	M-3 and M-97	Traffic Signal Upgrade	June 2005	Nov 11, 2005
50011-47197	M-53	Roundabout, Stage III	April 2004	July 1, 2005

Anticipated start date of subject services: **April 1, 2005**

Primary Prequalification Classification:

Aggregate Inspection & Testing
Bituminous Paving Inspection & Testing
Portland Cement Concrete Inspection & Testing
Traffic & Safety Inspection Services
Density Inspection & Testing

MDOT Project Manager (NAME AND ADDRESS): Denoris Everett
38257 Mound Road
Sterling Heights, MI 48310
Phone: 586-978-1935
Fax: 586-978-8075

The consultant shall contact the Project Manager prior to beginning any work on any of these projects.

GENERAL:

- A. This Scope of Services consists of performing to the satisfaction of the Department those Inspection and Testing Services which may also include some staking necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Vendor shall furnish all services and labor necessary to conduct and complete the Inspection and Testing Services described herein. The Vendor shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.
- C. The Vendor=s principal contact with the Department shall be through the designated Project Manager.
- D. The Services described herein are financed with public funds. The Vendor shall comply with applicable Federal and State laws, rules, and regulations. The Vendor shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- E. At the request of the Department, the Vendor, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Vendor upon which to proceed with further Services.
- F. The Vendor agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any and other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- G. The Vendor shall notify the Project Engineer Manger, in writing, prior to any personnel changes from those specified in the Vendor's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

GENERAL DESCRIPTION OF INSPECTION AND TESTING SERVICES:

The Vendor agrees to provide, to the satisfaction of the Department, Inspection, Testing Services and Staking Services in the areas of Bridge Inspection and Testing Services, Bituminous Construction Inspection and Testing Services, Portland Cement Concrete Construction Inspection and Testing Services and Staking Services as needed, and Density Inspection and Testing Services. Reporting, measurement, computation, and documentation requirements directed by the Project Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and all other applicable references, guidelines, and procedures manuals and associated with this Construction Inspection and Testing Services work is also included.

INSPECTION AND TESTING SERVICES TO BE PERFORMED BY THE VENDOR:

- A. **Inspectors:** Perform as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals. The Inspector(s) shall be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor. Personnel performing inspection and testing on bituminous, portland cement, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed. An MDEQ certified NPDES Stormwater Operator shall be assigned to inspect and document the project per the NPDES requirements.
- B. The Vendor will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- C. The Vendor shall furnish necessary inspection, and testing, and staking equipment needed to carry out the inspection testing and staking services. The Vendor shall furnish inspector(s) with computer equipment necessary to run the most current FieldBook software.
- D. The Vendor shall furnish necessary inspection services to assure contract compliance with Traffic Control and other miscellaneous contract work described as a pay item.
- E. The inspectors shall have cellular phones, but the phones can not be charged as a direct expense to the project.
- F. The inspectors shall provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Manager's field office daily.
- G. Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Sampling Guide and other applicable references, guidelines, and

procedures manuals prescribed by the Department.

- H. The Vendor will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Vendor. The Vendor will also arrange, if necessary, meetings for the resolution of such matters and notify the Project Manager.
- I. Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
 - 1. Inspector=s Daily Reports
 - 2. NPDES Stormwater Operator Reports,
 - 3. Moisture and Density Determination Reports (Form 582BM)
 - 4. Inspector's Report of Concrete Placed (Form 1174A-M)
 - 5. Monthly Report on Material Inspection
 - 6. Bi-Weekly Construction Progress Report
 - 7. Force Accounts
 - 8. Contractor Evaluation (Form 1182)
 - 9. Final Quantity Sheets
 - 10. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor=s progress. Notify the Project Manager of any anticipated Contractor=s requests for extensions of time.
 - 11. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals.
- J. For Finaling Project Documentation: the vendor shall final field measure applicable items of work and prepare final summaries for applicable items of work.
- K. The vendor will report, measure, compute, and document inspection and/or testing work in accordance with the Specifications, Plans, Proposal, MDOT Materials Sampling Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.
- L. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the vendor in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reflected on the vendor's evalutaion.
- M. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to Department requirements.

- N. **Staking:** Perform staking in accordance with Department standards, including, but not limited to, staking to be performed by the MDOT Engineer as indicated in SP104(A) Contractor Staking and SP104(B) Staking Bridges in Combined Bridge/Road Projects using Contractor Staking, to ensure accuracy and compliance with the contract documents. Help resolve any plan errors, discrepancies or omissions identified by the Contractor and/or Vendor and notify the Project Manager.
- O. **Progress:** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor=s progress. Notify the Project Manager of any anticipated Contractor=s requests for extensions of time. Notify the Project Manager upon receipt of any Contractor=s requests for extensions of time.
- P. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
- Q. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Vendor or the Project Manager.
- R. **Vendor Deliverables:** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Vendor in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Vendor may be responsible for replacing lost documents or materials at a fair and reasonable price.

SERVICES TO BE PERFORMED BY THE DEPARTMENT:

- A. The Project Manager shall furnish to the Vendor Project-specific construction contracts, proposals, plans, plan revisions, written instructions, notice of meetings with the Contractor or other parties related to construction of the project and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department shall furnish off-site inspections and tests of steel, cement, bituminous mixture designs, aggregates, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal.
- C. The Project Engineer Manger shall provide inspection and contract administration of the Project to assure that the Project has been completed in reasonable conformance with the

plans and specifications for Project Acceptance and to determine that the inspection work performed to date by the Vendor for Services rendered is reasonable and appropriate before approving the Vendor=s requests for progress payments.

- D. The Department shall provide the bituminous plant inspection required for Quality Assurance and will submit the QA reports to the Vendor Project Engineer for analysis and action. The Vendor shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.
- E. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- F. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Vendor inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

VENDOR PAYMENT:

- A. All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal